

CASH HANDLING PROCEDURES

RESPONSIBILITY

- The individual(s) charged with handling cash and donations are personally responsible and liable
- Lock all cash and checks in a secure location (safe, locked desk, locked file cabinet)

CASH DEPOSITS

- Daily deposits are encouraged
- Deposits must be made into our Chase Bank account or dropped off at the SECC office. Contact SECC office for bank information.
- If daily deposits can't be done, we suggest:
- Agencies fewer than 1,000 employees:
 - Shall deposit receipts of \$500.00 or more daily or when the deposit amount reaches \$500.00 a deposit shall be made that day
- Agencies more than 1,000 employees:
 - Shall deposit receipts of \$1,000.00 or more daily or when the deposit amount reaches \$1,000.00 a deposit shall be made that day

DONATIONS OF GOODS AND/OR SERVICES

- You are responsible to keep all donated items safeguarded and locked
- Keep a record of the donation (vendor who donated, its purpose, how it was used, value of donation)
- At end of campaign, send final list to SECC office
- Keep SECC office informed throughout the campaign of vendors who donate so they can be listed on website

SPECIAL EVENTS AND FUNDRAISING MATERIALS

If VSUW's 501c3 is not needed to conduct the event and offer tax deductibility at an SECC special event, then the State Department can be responsible for the event. The State Department can conduct the event and communicate to staff that the event's proceeds will be used to benefit SECC. This event is considered a non VSUW sponsored event and only the proceeds need to be deposited in the SECC special events bank account at JP Morgan. Contact the SECC office for bank information. Please fill out the special event template form and send along with the bank deposit slip to the SECC office.

If VSUW's 501c3 is needed to conduct the event and offer tax deductibility it will be considered a VSUW sponsored event. **THE SECC MUST BE CONTACTED FIRST.** The event must be approved by VSUW and must follow the channels outlined in the Fiscal Agent contract. The SECC office will then send your office an approved donation request letter to send to your vendor(s) for the event. In addition the following steps need to happen for audit purposes:

- ALL funds raised during the event must be deposited into the SECC special events bank account. This is equal to the GROSS amount raised prior to any expenses. Please fill out the special event template form along with the bank deposit slip to the SECC office.
- All expenses for the special event will be reimbursed by SECC with proper documentation. The SECC Executive Director will receive a copy of the receipts & a copy of the deposit slip below for the special event and send in a check request into VSUW for reimbursement for one person.

In addition, event posters, flyers, emails or other written event notifications must also contain one of the following statements:

****All special events must be approved by the SECC office if requiring the use of the fiscal agent 501c3 number****

Event posters, flyers, emails or other written event notifications shall contain one of the following statements:

- Funds raised for no specific charity, the statement shall read: "All net proceeds benefit the SECC"

- Funds raised for a specific SECC approved charity, the statement shall read:
“All net proceeds benefit (enter the name of the charity)”
- Special event documentation should be sent to the SECC office. It should be accompanied by the bank deposit receipt and the Special Event template form

DOCUMENTATION

It is necessary to maintain good cash control and documentation for audit purposes. Therefore, the following information is provided to assist in maintaining accurate and complete records for SECC transactions.

PLEDGE CARDS DOCUMENTING CASH/CHECK RECEIPTS

- When one-time cash/check donations are received, a pledge card(s) must be completed by the employee(s) indicating the total amount of the donation and charity selection
- The total of all pledge card(s) should equal the total deposited amount
- The deposit receipt from the bank and actual pledge card(s) shall be transmitted with the SECC cash/check envelope cover sheet provided to agencies to the SECC office.
- A copy of the pledge card(s) or deposits can be maintained by the agency if desired